

**WESTERN CONNECTICUT STATE UNIVERSITY
JOB OPPORTUNITY
OFFICE ASSISTANT**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: State Employees/Exam List *
*See below eligibility requirements.

Location: WCSU Admissions Office, Danbury, CT
Midtown Campus

Salary: \$37,429 - \$49,108 (Annually)

Hours: Monday – Friday, 8:00 a.m. – 4:30 p.m.

Job Posting No: 054949

Closing Date: Tuesday, December 18, 2012

Eligibility Requirement: Candidates must have applied for and passed the Office Assistant exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

Summary of Duties: Responsible for a full range of office support duties including, but not limited: answering the Admissions Office main telephone line, manage main office email account, coordinating tours, data entry of admissions applications and application credentials, filing and typing as required.

Minimum Qualifications Required Knowledge, Skill and Ability: Knowledge of office systems and procedures including proper telephone usage and filing; oral and written communication skills; skill in performing arithmetical computations; basic interpersonal skills; ability to perform a full range of clerical tasks; ability to operate office equipment which includes personal computers, computer terminals and other electronic automated equipment; ability to operate office suite software; ability to schedule and prioritize workflow; ability to read and interpret complex instructions.

General Experience: Two (2) years general clerical work experience.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

Application Instructions: Prospective candidates must electronically apply by sending a cover letter, resume, and contact information of three (3) current professional references to Ms. Peggy Boyle, Associate in Human Resources. Materials must be submitted via email to: hrpositions@wcsu.edu as one (1) complete file (PDF or Word format only) and not via multiple attachments. In subject line of email reference the following: Your Last Name - #054949 Office Assistant. Do not submit the state application. Application materials must be received in the above format no later than **Tuesday, December 18, 2012**.

In accordance with CSU System policy, all candidates for employment at Western Connecticut State University are subject to a pre-employment background investigation, including criminal background check, federal sanctions, and reference checks. Selection for employment is contingent upon satisfactory completion of the background investigation.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.